

EXHIBIT PROTOCOL

COMMISSIONER COURT – HONORABLE DOUG CAMACHO

All documents and things to be used as exhibits, together with a list describing the documents or items, shall be submitted to the Clerk of the Court **at least three (3) full working days** before a scheduled proceeding (evidentiary hearing or trial) **or they may be considered untimely**.

All exhibits must be submitted directly to the Clerk of the Court in the location where the evidentiary hearing or trial is scheduled to take place, and in accordance with the three (3) day requirement stated above.

Exhibits presented to the Clerk's Office shall be presented individually organized and separated, and each exhibit with multiple pages or items (such as photographs) shall be appropriately fastened to avoid intermingling. Numerical or financial information should be collected, identified and presented in a demonstrative compilation or summary format. **Use of colored paper as a cover sheet for each exhibit is the preferred method of separating and organizing exhibits.**

Copies of all documentary exhibits are to be provided to opposing counsel / litigant (a copy to the other side) at least three (3) full working days before a scheduled proceeding. If a party intends to introduce an exhibit which is not a paper exhibit of the size 8½ inches by 11 inches, the party shall produce a clear and visible photograph or copy of the exhibit in paper form in the size 8½ inches by 11 inches.

JUDGE'S COPIES

A judge's copy of all submitted exhibits, with a list describing the documents or items, shall be provided to the Court's judicial assistant through the Clerk's Office **at least three (3) working days before the scheduled proceeding**. The preferred method is on a CD, in PDF format. The PDF document may be bookmarked to match the list describing the documents or items, but **must be identical to the hard-copy exhibits provided to the Clerk's Office**. If a hard-copy binder is provided, exhibits shall not be stapled together, but must be separated by tabs, sheets of colored paper, or blank sheets of paper.

For all exhibits that are not a paper exhibit of the size 8½ inches by 11 inches, the judge's copy shall be an exact copy of the photograph or copy submitted to the Clerk of the Court, as is discussed above. In all other cases, the judge's copy shall be an exact duplicate of the exhibit that is being submitted to the Clerk of the Court.

Because the Court has limited storage space, hard-copies of the judge's copy of the exhibits will be returned to counsel/litigants at the conclusion of the hearing, or after the Court has ruled if the matter is taken under advisement, and they are expected to make the copy available to the judge should any future hearings be held.

Amended: September 20, 2016